

# ELLEN M. COOGAN, ESQ., LLC

A DISPUTE RESOLUTION PRACTICE

## RESUME

### *Employment*

- 2006 – current      **Coogan Mediation** Burlington, Vermont  
Dispute resolution practice helping individuals, schools, and businesses effectively manage conflict.
- 2006-current      **Ellen M. Coogan, Esq, LLC**  
Provide investigative services for companies, litigation support services for law firms and due process hearing officer services for the Vermont Department of Education.
- 1994 - 2006      **Lake Champlain Waldorf School**, Shelburne, Vermont.  
Responsible for oversight of all personnel, human resources, fiscal, legal and regulatory matters. Mediate employment disputes, parent/teacher conflict.
- 1992-1994      **Law Office of Robert Mello**, South Burlington, Vermont.  
Associate attorney with a concentration in civil litigation, employment law, insurance defense and insurance coverage.
- 1988 - 1991      **Champlain College, Burlington**, Vermont.  
Adjunct Faculty, Paralegal Program.
- 1985- 1988      **Coogan, Swanson and Lange**, Burlington, Vermont.  
Partner in a three-attorney law firm with a focus on civil and criminal litigation.
- 1982-1984      **New Hampshire Public Defender**, Concord, New Hampshire.  
Trial Attorney representing indigent individuals charged with delinquency, misdemeanor and felonies.

### *Continuing Education*

- 2005- 2006      **Woodbury College**, Montpelier, Vermont.  
Graduate Certificate in Conflict Skills  
February - July 2006, Basic Mediation Training
- 2006      **Harvard Law School**, Cambridge, Massachusetts  
Program on Negotiation, Mediation Workshop
- 2005      **Woodbury College**, Montpelier, Vermont  
Basic Mediation Training

### ***Education***

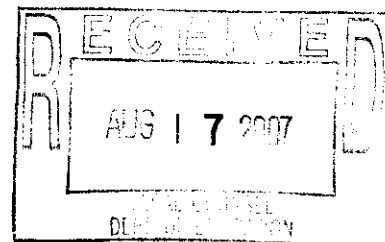
1982                      **Vermont Law School**, South Royalton, Vermont.  
Juris Doctor *cum laude*

***Bar Admissions:***      New Hampshire Bar, United States District Court for the  
District of New Hampshire - 1982  
Vermont Bar, United States District Court for the District  
of Vermont - 1984

***Other Affiliations***    Guardian ad Litem Program for the State of Vermont  
Contract Mediator - Vermont Department of Education  
Contract Mediator - Vt. Attorney General's Office of Civil Rights  
Chittenden County Small Claims Mediation Program  
Due Process Hearing Officer – Vermont Department of Education  
Adjunct Faculty- Champlain College, Conflict Management

*References available upon request.*

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802-876-1072



## **EDUCATION AND DEGREES**

**University of Vermont**, BA, Political Science.

**Syracuse University College of Law**, *cum laude*, member Justinian Honor Society, recipient of West Publishing Award for Excellence in Civil and Criminal Law.

**American Institute for CPCU and Insurance Institute of America**, one of a limited number of attorneys who have received Chartered Property and Casualty Underwriter designation (CPCU); representing a 30 graduate and undergraduate credit-hour course of study in commercial and personal risk management and insurance.

## **BAR ADMISSIONS**

Practicing since 1988. Admitted to practice in Vermont, New Hampshire, Connecticut, New York; Federal District Court, New Hampshire and Vermont districts.

## **LEGAL EXPERIENCE**

**Sole Practitioner**, Law Offices of Jeffrey W. Spencer, CPCU. Practice focuses on insurance defense and representation of licensed health care providers. Most litigation is in the administrative hearings officer setting. Represented clients in front of Department of Labor, Board of Health, and Nursing Board members or their hearings officers. Experienced in the interface of closely-related state and federal regulatory authority. Advised Vermont Board of Education regarding its quasi-judicial role. Extensive knowledge of Administrative Procedures Act as well as specific agency administrative rules.

**Claims Litigator and Claims Manager** for regional insurance carrier. Litigated matters at administrative and Superior Court level, managed a staff of adjusters, nurse case managers, and billing specialists.

**Corporate Counsel** for large nationwide specialty property and casualty insurance provider. Oversaw property and casualty litigation in multiple jurisdictions, oversaw licensure of insurance professionals in multiple states.

**Assistant Attorney General**, Department of Justice, State of New Hampshire. Advised and represented state agencies and boards, including those with license or certification functions. Assist agencies in drafting of administrative rules. Defended state agencies against all types of lawsuits in both judicial and administrative settings, represent the state of New Hampshire in state Superior and Supreme Court.